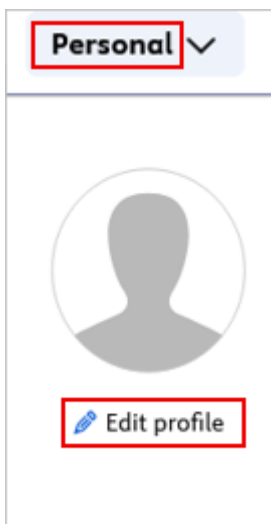


Question 4: My personal information (e.g., academic title) has changed – how can I update it?

For **Researchers**:

1. Log in to PURE (for details see [Question 1](#)).
2. Click on 'Personal' in the header and navigate to 'Edit profile':



3. Make the necessary changes in the next dialog window.
4. Click 'Save'.

To update or remove the **phone number** or **email address** displayed, click **Edit** next to the **organizational affiliation**:

Organisational affiliations ⓘ

Organisations *
STAFF

Research Management at Paracelsus Medical University Salzburg Set primary **Edit** -

3/07/23 → present
maria.klein@pmu.ac.at
Researcher

Add organisational affiliation...

| Start date at institution | End date at institution | FTE (as of today) |
|---------------------------------|-------------------------|-------------------|
| 03/07/2023 <input type="text"/> | <input type="text"/> | 0.00 |
| Example: 21/10/2002 | Example: 21/10/2002 | |

The personal profiles of researchers within a given organizational unit can also be edited by PURE editors.

For *PURE editors***:**

1. Log in to PURE (for details see [Question 1](#)).
2. Click on *Master data* in the header, then select *'Persons'*, and search for the individual whose profile you would like to edit:

The screenshot shows the PURE interface for Paracelsus Medical Private University. The top navigation bar includes 'Editor', 'Master data' (highlighted with a red box), 'Reporting', 'Dashboard', and 'Award management'. A notification banner states: 'pure@pmu.ac.at added a note: Link to PURE FAQs and handbooks. Click here to access the FAQs and handbooks.' The left sidebar contains 'Master data overview', 'Users', 'Persons' (with a plus sign), 'Editable' (with a red box and '26'), 'Unverified Author IDs', and 'Organisational units'. The main search area shows 'klein maria' (highlighted with a red box) and '2 results'. The first result is 'Klein, Mária' with email 'maria.klein@pmu.ac.at' and affiliation 'Research Management at Paracelsus Medical University Salzburg', listed as 'Person: Researcher (Staff)'.

3. Make the necessary changes in the next dialog window.
4. Click 'Save'.

To update or remove the **phone number** or email **address**, click **Edit** next to the **organizational affiliation**:

Organisationszugehörigkeit

Organisationen *

PERSONAL

**Forschungsmanagement der
Paracelsus Medizinischen Universität
Salzburg**

Vorrangig setzen

Bearbeiten -

3/07/23 → gegenwärtig
maria.klein@pmu.ac.at
Forscher

Organisationszugehörigkeit hinzufügen

If you don't see your question answered here, or have suggestions for additional questions/answers, please contact pure support at pure@pmu.ac.at.

Revision #2

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Updated 2025-10-20 09:11:35 UTC by maria.klein